

## CHAPTER SEPARATION PROCEDURES

The Chapter process with the Transition Center starts with a memorandum from a unit that a Soldier must clear the installation without orders.

The Soldier will hand carry the memorandum to the Transition Center in order to clear the installation without orders as soon as the chapter has been read to him.

The Soldier must have an escort present if one is required. All involuntary chapters require an escort. These include Chapters: 5-3, 5-8, 5-13, 5-17, 7-15, 9, 10, 11, 13, 14, 15, 16-5, 16-6, 16-7, 16-9, and 18. The escort will be the same rank or higher, minimum of an E-4.

The Soldier must be in proper military uniform (BDU's) or have a memorandum to clear in civilian attire (given only for pregnancy).

The Transition Center will review the memorandum to make sure the type of chapter is listed on the memorandum. If the memorandum is correct the Transition Center will initial the memorandum in order for In/Out Processing to issue installation clearance papers.

The Soldier will be given a "Soldier Information Sheet" to complete. Transition will review the form for correctness.

A "CLEARING WITHOUT ORDERS" Information sheet will then be given to the Soldier and reviewed with Transition. The Soldier will then be directed to In/Out Processing to pick up Installation clearance papers and is also briefed to pick up unit clearance papers with his S-1 office.

There is a 48 hour turn around for picking up clearing papers. The Soldier's CIF appointment will be on the clearing papers.

Once the Soldier has clearing papers he will start clearing everything his can without orders. After the Soldier clears CIF and gets stamped on his installation clearance papers, he then must make a copy of the stamped page and take to his BDE legal office. A Chapter packet is not complete without it and the BDE legal office cannot bring the packet to the Transition Center until it is received.

As part of the separation process, a Soldier is **required** to attend the SFL-TAP and VA Briefings. He is also **required** to complete a Separation Physical.

Once legal has declared the packet complete and scanned into IPERMS, they will bring the Chapter packet along with the Service documents to the Transition Center for review.

There is a set time period for receiving Chapter packets at the Transition Center. Please see below.

## RECEIVING CHAPTER PACKETS AT THE TRANSITION CENTER

Chapter packets are brought to the Transition Center between 1300 and 1400 hours daily by JAG personnel or BDE legal clerks. They are the only authorized persons allowed to drop off Chapter packets.

Upon receipt of a Chapter packet, Transition will review it for completeness and that it has all the necessary administrative paperwork to process the Soldier. If the packet is incomplete, it is returned.

Transition maintains a daily log on all chapter packets received, processed and submitted via email to all appropriate agencies.

Once accepting a Chapter packet from legal, a Transition clerk will input all the information for the creation of a DD 214 worksheet and draft order, write up all documents in the pre-made document separation packet that includes request for orders, ID turn in Form 323, a memorandum for the S-1, file card and Transitions Finance Checklist. Finance will be notified to prepare a pre separation work up.

Once a separation packet work up is completed the Transition Center will contact the Soldier's 1<sup>ST</sup> to schedule an appointment. This normally takes place within 7 working days from receipt of the Chapter packet, depending on the number of chapters received.

Once the appointment is made, the Soldier with his escort (if involuntary chapter) and in military uniform will bring his ID card and clearing papers. A separation date will be established based on the Soldier's transportation needs, is living on post (barracks or housing) and is authorized to take leave.

The Soldier will be sent to Transportation to get a date for pick-up of house hold goods (HHG). Orders will then be issued, the DD Form 214 worksheet will be reviewed along with all other required separation documents. Based off the separation date and when/if the Soldier is authorized transition leave he will be sent to Finance or scheduled for Finance and given a final out appointment.

On final out, the Soldier will return for Finance for required signatures, then sent to In/Out Processing to turn in installation and unit clearing papers. His paperwork will then be stamped if the Soldier has all required signatures, a copy is made for the Soldier and he will return to Transition at the scheduled time.

The Soldier will verify that all corrections and additions to his DD Form 214 have been made and then digitally sign the DD Form 214. He will be given the #1 and #4 copies of the 214 and he will sign for them. He will be briefed on safeguarding his DD 214, given a Departure Information Sheet and sign out with the Transition Center.

Once completed the Soldier will be given a memorandum with a copy of his orders and stamped clearance papers. He will take this back to the S-1 and sign out with the unit at the appropriate time.